

**421—2.10(22) Routine use.** To the extent allowed by law, the following uses are considered routine uses of all agency records:

**2.10(1)** Disclosure to those employees of the agency who have a need for the record in the performance of their duties. The custodian of the record may upon request of any employee, or on the custodian's own initiative, determine what constitutes legitimate need to use confidential records.

**2.10(2)** Disclosure of information indicating an apparent violation of the law to appropriate law enforcement authorities for investigation and possible criminal prosecution, civil court action, or regulatory order.

**2.10(3)** Transfers of information within the agency, to other state agencies, or to local units of government as appropriate to administer the program for which the information is collected.

**2.10(4)** Information released to staff of federal and state entities for audit purposes or for purposes of determining whether the agency is operating a program lawfully.

**2.10(5)** Any disclosure specifically authorized by the statute under which the record was collected or maintained.